



DEPARTMENT OF FOOD AND AGRICULTURE

Division of Measurement Standards

8500 Fruitridge Road · Sacramento, CA 95826

Phone #: (916) 229-3000 · Fax #: (916) 229-3026 · E-Mail Address: dms@cdfa.ca.gov · Website: www.cdfa.ca.gov/dms

HOW TO

ADD and/or DELETE AGENTS using a Copy of your Current Service Agency Registration Certificate

(California Business & Professions Code, 12532(c))

- If you are adding an agent:
Write the agent's name legibly on the **Certificate** and mail with fee to DMS.
Do not fax changes, fees are necessary.
A \$25 fee is required for each agent added.
- If you are deleting an agent:
Cross out the agent's name and submit to DMS via fax or mail.

ADD and/or DELETE ADDITIONAL MAINTENANCE LOCATIONS to your Registration Certificate

(Ca B&P Code, 12535(a))

- Adding a location requires:
An **Application** with Section 7 completed.
A **\$100 fee** for each location.
A copy of your current **Certificate**.
- To delete a location, mark through location on the **Certificate** and fax or mail to DMS.
- You can't add and delete a location in equal exchange or receive credit for the deleted location.

WHAT IF

ENTITY CHANGE* (Ca B&P Code, 12532(g))

Examples:

- Selling or merging with another company
- Changing sole ownership, partnership or corporate status (i.e. sole ownership to LLC)

Prior to change you need to:

- Cancel your current registration by completing a **Service Agency Cancellation Form**.
- Fill out **Application** with your updated information.
- Submit appropriate fees.

*Name change to company doesn't require fees. Fax or mail copy of registration with old name crossed out and new name printed.

WHERE IS

- Application
- Agent Study Guide
- Service Agency Laws & Regulations
- Cancellation Form
- Placed in Service Report

<http://www.cdfa.ca.gov/dms/InfoGuides/RSA.htm>

FEEES DUE

Make Check payable to: CDFA

Remit to: Cashier, PO Box 942872 · Sacramento, CA 94271-2872